

~~CONFIDENTIAL~~

16 March 1953

*Rec Mgt**5-1-2*

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Comparison of the [REDACTED] Warehouses
for Use as a Records Center

25X1A6a

1. In accordance with your request the following table indicates the comparative costs in using the existing government-owned [REDACTED] Warehouse or the [REDACTED] building which you have seen.

25X1A6a

25X1A6a

25X1A6a

<u>Cost Factors</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Toilets	\$ 3,250	\$ 2,000
Drinking Fountains	450	450
Two 24 hr. guard posts	39,312	39,312
Fencing	1,185	3,668
Annual rental	6,000	28,500
Lighting (Interior)	15,600	0
Fire proofing	6,500	0
Office partitions	0	500
Total First Year	\$ 72,297	\$ 74,430
Cumulative Second Year	117,609	142,242
" Third Year	162,921	210,054
" Tenth Year	480,105	684,738

25X1A6a

2. Both situations have problems of lease which will have to be investigated through GSA. The [REDACTED] land probably should be purchased rather than leased, but this will have to be discussed with GSA and the owner. In the case of the [REDACTED] building, the existing lease would have to be renegotiated as not all of the property under the present lease would be required by CIA.

25X1A6a

25X1A6a

25X1A6a

25X1A6a

25X1A6a

25X1A6a

3. The [REDACTED] building has the advantage of being fire proof construction, whereas the [REDACTED] does not have the same advantage as the roof is constructed entirely of wood. It does not appear to be feasible or economical to install a drop ceiling in the [REDACTED] building unless, of course, it were to be considered as a permanent location. It is my understanding that you would not consider [REDACTED] as permanent.

25X1A6a

4. [REDACTED] has the advantage of being convenient for personnel, security, and servicing of reference requests, whereas [REDACTED] does not have these advantages.

25X1A6a

~~CONFIDENTIAL~~

~~SECRET~~

Approved For Release 2001/08/08 : CIA-RDP70-00211R000100200004-3

5. CONCLUSION.--The Agency should maintain a superior type Records Center operation. This is essential from the standpoint of the sensitive nature of many of the records and also in the interest of efficient management. The [REDACTED] appears to be the best available building for the Center at this time, but is only temporarily suitable.

25X1A6a

6. ACTION RECOMMENDED.--It is recommended that:

a. The Deputy Director (Administration) reconsider the proposal contained in my memorandum of 29 December 1952 in view of the cost of renovation of the [REDACTED] building and if that is not feasible at this time, that;

25X1A6a

b. The Deputy Director approve the expenditure of approximately \$95,800 for the renovation of the [REDACTED] Building subject to renegotiation of lease of land from present owner. (Appendix B.)

25X1A6a

[REDACTED]
Chief, General Services

25X1A9a

APPENDICES: Appendix A - Staff Study to DD/A fr Chief, General Services dtd 29 Dec 1952, subj: Additional Space for Records Center.

25X1A6a

Appendix B - GSA Estimated Cost of Renovation - [REDACTED]

Appendix C - Ltr fr GSA dtd 21 April 1953.

CONCUR:

FOIAb3b

[REDACTED]
Comptroller

10 June 1953
Date

[REDACTED]
Director of Security

10 Jun. 53
Date

FOIAb3b

ACTION BY APPROVING AUTHORITY:

Approved:

Date _____

WALTER REID WOLF
Deputy Director
(Administration)

Approved For Release 2001/08/08 : CIA-RDP70-00211R000100200004-3

~~SECRET~~
Security Information

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Appendix A ^{attachment} missing